Hours Not Worked
Louisville Free Public Library

LouieStat

KPI Owner: Belinda Catman	Process: Time and & Attendance

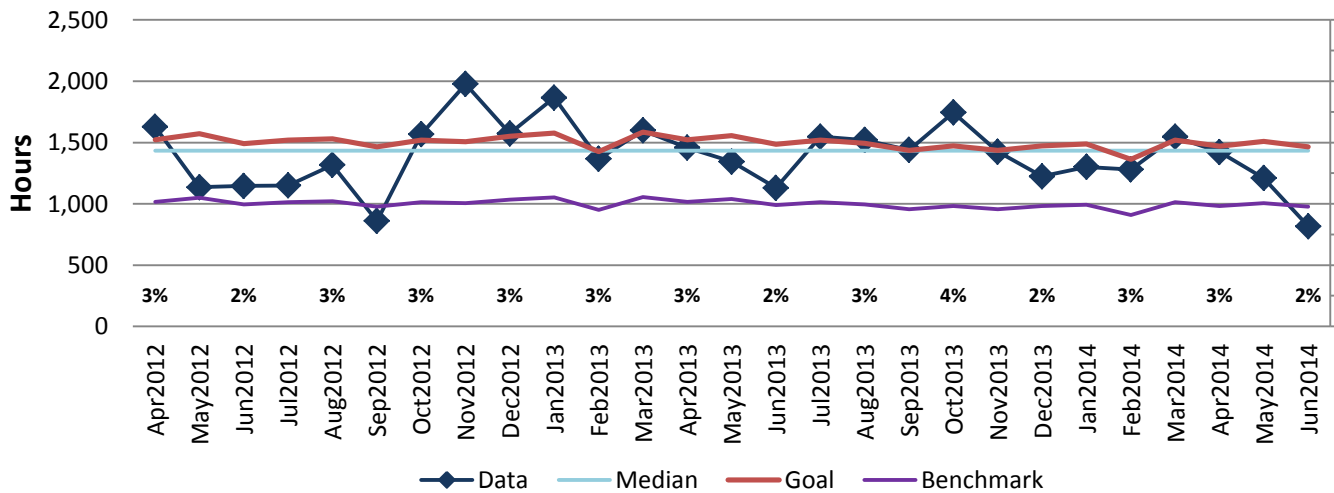| Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY 12 Avg. Rate = 3.5% Goal: Reduce Hours Not Worked to no more than 3% of Total Hours (588,131 * 3% = 17,644 for FY 2014). Benchmark: Local Gov't = 2%	Data Source: Pay. Time Report Peoplesoft Goal Source: Dept Leadership Team Benchmark Source: Bureau Labor Statistics	Plan-Do-Check-Act Step 4: Generate and prioritize potential solutions Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays) Why Measure: Better understand culture impact on employee attendance Next Improvement Step: Implement departmental sick leave policy.

How Are We Doing?

Jul2013-Jun2014 12 Month Goal	Jul2013-Jun2014 12 Month Actual		Jun2014 Goal	Jun2014 Actual	
17,644	**16,476**	(traffic light: green)	**1,466**	**817**	(traffic light: green)
Hours	Hours		Hours	Hours	

Hours Not Worked

Good

(Line chart showing Hours Not Worked from Apr2012 to Jun2014 with Data, Median, Goal, and Benchmark series. Y-axis: Hours 0 to 2,500. Percentages along axis: 3%, 2%, 3%, 3%, 3%, 3%, 3%, 3%, 2%, 3%, 3%, 3%, 4%, 2%, 3%, 3%, 3%, 2%)

Legend: Data — Median — Goal — Benchmark

Jul2013-Jun2014 Pareto Analysis

(Pareto chart)

Category	Hours	Individual %
Sick	8,489	52%
FMLA	4,130	25%
Military Leave	2,244	14%
Worker's Comp	800	5%
Funeral	460	3%

Legend: Number — Cumulative % — Individual %

Report Generated: 07/16/2014

Data Expires: 07/21/2014